



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
201 6TH AVENUE, SUITE 156
FORT KNOX, KENTUCKY 40121-5721

REPLY TO
ATTENTION OF:

PECP-SWR-F (690)

13 February 2006

MEMORANDUM FOR

Commanders, All Units Reporting to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Policy Memo No. 41-9 – Recruitment, Relocation, and Retention Allowances

1. References:

a. 5 CFR, Part 575, Recruitment, Relocation, and Retention Allowances and Supervisory Differentials.

b. Memorandum, USD (P&R), 24 May 2005, subject: Implementation of Recruitment, Relocation, and Retention Incentives.

c. Memorandum, HQDA, DAPE-CP, 8 June 2005, subject: Civilian Recruitment, Relocation, and Retention Incentives.

d. Memorandum, HQ TRADOC, ATBO-C, 8 July 2005, subject: Delegation of Authority to Approve Civilian Recruitment, Relocation, and Retention Incentives.

2. Sections 5753 and 5754, Title 5, United States Code; and Part 575, Subparts A, B, and C, Title 5, Code of Federal Regulations; authorize the payment of recruitment, relocation, and retention incentive payments designed to provide flexibility to recruit, relocate, and retain highly skilled employees in hard-to-fill positions. With today's dynamic job market and the demands for more high-technology skilled employees, pressure has been increased to offer significant incentives to attract and retain the best candidates for meeting the challenges of the future. This policy supplements DOD and DA policy and provides Armor Center/Armor School processing procedures for the administration and payment of these incentives.

3. Reference b outlines the criteria for each of these incentives. It also specifies the information/analysis that must be included in individual requests. Officials using this authority must ensure the DOD Interim Plan and Procedures is used to execute this program. Requests for approval of these incentives must be forwarded before initiating the recruitment process for the vacancy. Advanced approval of one or more of the incentives is advantageous so that a timely offer can be made for committing the applicant to the vacancy.

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Even though a specific percentage amount may be approved, the selecting official/supervisor is expected to negotiate with the applicant/employee and arrive at the least amount necessary to recruit/retain the employee.

4. Request for approval of any of the pay incentives will be forwarded through the G4/Directorate of Resource and Logistics Management (DRLM) and the Civilian Personnel Advisory Center (CPAC). The G4/DRLM will review the request for monetary impact on the organization or installation budget. The CPAC is responsible for reviewing the request and ensuring it meets the criteria for the specific incentive. After completion of review by the G4/DRLM and CPAC, the request will be submitted to the Commanding General, USAARMC, for approval.

5. Based on projected employment needs, the use of these incentives offers greater potential to hire individuals with superior skills, knowledge, and abilities in hard-to-fill and critical jobs. I expect managers and supervisors to exercise sound judgment in fulfilling their fiduciary responsibilities when requesting approval of these incentives.

FOR THE COMMANDER:

Encl
Agreement



RUSSELL D. GOLD
COL, GS
Chief of Staff

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RECRUITMENT, RELOCATION, AND RETENTION SERVICE AGREEMENT

For use of this form, see 5 CFR Parts 530 and 575

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 U.S.C. 301, 10 U.S.C. 3013, AR 690-200, and E.O. 9397 (SSN).

PURPOSE: To document employee's service agreement with the government concerning Recruitment, Relocation, or Retention Incentives.
ROUTINE USE: Used by the supervisor and CPAC to process Recruitment, Relocation, or Retention Incentives as a condition of employee's employment.

DISCLOSURE: Voluntary; however, failure to provide information may result in employee not receiving Recruitment, Relocation, or Retention Incentive.

1. NAME (<i>Print or type</i>):			2. SSN:	3. LOCATION:	
4. TITLE, SERIES, GRADE:			5. ANNUAL RATE OF PAY:	6. TYPE OF INCENTIVE (<i>Recruitment, Relocation, Retention</i>):	
				PERCENTAGE: %	
7. PERIOD OF SERVICE:	8. SERVICE BEGIN DATE:	9. SERVICE END DATE:		10. TOTAL AMOUNT AUTHORIZED:	
11. METHOD OF PAYMENT:					
Lump Sum (<i>Beginning</i>)	Installments (<i>Specify</i>)	Final Lump Sum (<i>Completion</i>)		Other (<i>Specify</i>)	

In consideration of the Incentive benefits for which I qualify implemented by the regulations of the US Office of Personnel Management (5 CFR Parts 530 and 575), the policies of the Department of the Army and Fort Knox , I hereby agree:

1. To serve in _____ for _____
(Organization) (Term)

2. The service agreement is effective _____ through _____
(Month/Day/Year) (Month/Day/Year)

3. I understand that:

a. As a condition of accepting payment, I will remain in the above position from the effective date at least through the expiration date of this agreement, unless the agreement is terminated sooner as indicated below.

b. If my employment in the position shown above is terminated during the period of the agreement at the convenience of the government, I will be entitled to retain all incentive payments already received.

c. If my employment in the position shown above is terminated during the period of the agreement at my request, or as a result of a misrepresentation, misconduct, demotion, separation for cause, or a rating of record less than "Fully Successful," I will be required to refund the unearned portion of the incentive in accordance with the applicable DoD debt collection process.

d. The incentive is not considered basic pay for computing overtime, retirement, insurance entitlement, or other benefits based on basic pay.

e. This agreement does not in any way commit the government to continue my employment until the expiration date.

EMPLOYEE SIGNATURE:	DATE:
NOMINATING OFFICIAL <i>(TYPED NAME AND TITLE)</i> AND SIGNATURE:	DATE:
APPROVING OFFICIAL <i>(TYPED NAME AND TITLE)</i> AND SIGNATURE:	DATE:
HUMAN RESOURCE REPRESENTATIVE <i>(TYPED NAME AND TITLE)</i> AND SIGNATURE:	DATE: